

**UNITED STATES PROBATION OFFICE
District of Colorado
1961 Stout Street
Denver, Colorado 80294**

EMPLOYMENT OPPORTUNITY

Position Title: **Data Quality Analyst**

Announcement Number 98-01-PB

Opening Date: April 10, 1998

Closing Date: May 12, 1998

Judicial Salary Plan Grade: CL 25

Starting Salary Range: \$26,231 - \$42,695*

***Starting salary will be commensurate with qualifications.**

This position is located in the U.S. Probation Office, for the District of Colorado. This position is responsible for ensuring the integrity and efficiency of the court unit's databases.

REPRESENTATIVE DUTIES:

Designs and applies computer system products in auditing databases.

Advises manager where input errors are found and recommends corrective action, including developing or revising procedures for data entry. Ensures that database is complete, i.e., required data is properly recorded.

Analyzes and evaluates the procedures and work of persons responsible for entering information in the databases. Corrects errors identified in the databases.

Works directly with users to explain the causes of errors found and actions necessary to prevent reoccurrence.

Determines what information can be purged or archived from databases.

REQUIREMENTS:

To qualify for the position of Data Quality Analyst in the U.S. Probation Office at the CL-25 salary level, the individual must have two years of specialized experience, including at least one year equivalent to work at the CL-24. The following qualifications are also required:

*Familiarity with Probation and Pretrial Services Automated Case Tracking Systems (PACTS) Unix application.

*Experience with the functions of the Federal Courts, specifically the U.S. Probation Office/Pretrial Services Office.

*Knowledge of Win 95, WP6.1.

General Experience: Progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience: Progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

Experience Substitutions: Excess specialized experience may be substituted for required general experience.

Educational Substitutions: Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

Apply by submitting ***cover letter and application*** to:

Human Resources Division
District of Colorado
Announcement 98-01-PB
1929 Stout Street, Room C-523
Denver CO 80294

Information for Applicants

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). The U.S. Courts requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. If you are not notified by us, another candidate within the recruitment with either more experience or higher qualifications was selected. Travel and relocation expenses will not be paid. Applicants must be U.S. citizens or eligible to work in the United States.

Employee Benefits

Depending on the length of service, the individual may or may not qualify for the same benefits as full-time permanent employees of the United States Courts. Judicial employees are not included in the government's Civil Service Classification program. Full-time judicial employees are, however, entitled to the same benefits as other Federal Government Employees. Some of these benefits are:

13 days paid vacation per year for the first three years of employment, thereafter, up to 26 days per year and paid sick leave.

Participation in the Civil Service Retirement Program and/or Federal Employees Retirement System, life insurance options, Thrift Savings Plan plus Social Security.

Participation in the Federal Health Insurance Program.

Ten paid holidays per year.

Excellent opportunities for within grade salary increases and grade increases based upon performance.

Opportunity of Credit Union membership.

The federal courts are Equal Employment Opportunity Employers.

Circulation of this announcement is nationwide.